



ITS & Cybersecurity

Instructor: Mr. Scroggins
Room#: Cascade 103
Office Hours: 7:25-7:45 AM and 1:45-2:50 PM

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Course Overview

The ITS & Cybersecurity program is designed to provide students with a broad understanding of the installation, troubleshooting, and management of computers, hardware, and computer networks in alignment with industry standards. Students will also learn physical and cybersecurity fundamentals along with ethical hacking practices.

Course Units

Students will be instructed through the use of online curriculum, simulated and hands-on labs, and classroom lectures (CompTIA CertMaster). Additionally, students will develop leadership skills such as critical thinking, problem solving, communication, collaboration, creativity, and innovation. The combination of certifications and 21st-century employability skills will better prepare students to be competitive members of the growing global market.

- Leadership & Employability (Year 1 & 2)
- Computer Hardware
- Operating Systems
- Computer Troubleshooting – Repair & Maintenance, Basic
- Computer Troubleshooting – Repair & Maintenance, Advanced
- Computer Networking (Year 1 & 2)
- Laptops
- Mobile Devices (Year 1 & 2)
- Peripherals
- Printers
- Storage (Year 1 & 2)
- Safety (Year 1 & 2)
- Emerging Technologies (Year 1 & 2)
- Security (Year 2)
- Ethical Hacking (Year 2)

Course Supplies

- Composition Notebook – required for notes
- Headphones
- 2" Binder
- Pen (Blue or Black)

Course Fees (fees are subject to change based on vendor adjustments)

SkillsUSA Leadership	\$20.00	
PCSC T-shirt	\$9.00 S-XL	\$11.00 XXL – Short Sleeve
	\$14.00 S-XL	\$15.00 XXL – Long Sleeve

Certification

Students will take CompTIA CertMaster certifications based on the year of the program they are in. First exam attempts are free of charge. Each retake costs \$40.00.

- PC Pro (1st Year)
- Network Pro (2nd Year)
- Security Pro (2nd Year)
- Ethical Hacker Pro (2nd Year)
- Optional: CompTIA & ETA Certifications
- Certificates will not be issued until all fines and/or fees are paid in full

Additional Certification Opportunities

Students who are able to achieve a 90% on the CompTIA A+, CompTIA Network+ or CompTIA Security+ practice exams are encouraged to take the certification exams. CompTIA practice exams are free and will be administered periodically through the year to assess progress and readiness for the certification exams. Exam fees are approximate and subject to change.

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|---|---|
| • CompTIA A+ certification exams | Est. \$239 x2 (two tests are required to earn this certificate) |
| • CompTIA Network+ certification exam | Est. \$348 |
| • CompTIA Security+ certification exam | Est. \$381 |
| • CompTIA PenTest+ exam | Est. \$381 |
| • ETA Computer Service Technician (CST) | Est. \$80 |
| • ETA Information Technology Security (ITS) | Est. \$105 |
| • ETA Network Systems Technician (NST) | Est. \$105 |
| • ETA Data Cabling Installer (DCI) | Est. \$155 |
| • ETA Fiber Optics Installer (FOI) | Est. \$155 |

Grading Policy

Students are primarily assessed based on their mastery of course content and technical skill. The majority of a student's grade (70%) is based on summative assessments and (30%) is based on formative assessments.

Each CertMaster online chapter is divided into sections which have summative assessment quizzes and lab simulations. Scores will be recorded for each section quiz and simulation, as well as a written formative exam for each chapter. In addition to CertMaster online, hands-on labs, student presentations, leadership activities and essays will be used to assess competencies and understanding of course content.

Grading Breakdown

70% - Summative assessments (tests, projects, labs, presentations, etc.)

30% - Formative assessments (classwork, practice, quizzes, homework, leadership, employability, etc.)

Grade Scale

Percent	Letter Grade	Percent	Letter Grade
100-93	A	82-80	B-
92-90	A-	79-77	C+
89-87	B+	76-73	C
86-83	B	72-70	C-
69 and below = F			

Homework Policy

Although the majority of PCSC work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of '0' until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for every day absent to turn in missing work.

Redo Policy

Redo opportunities are available for students who are working hard towards content mastery but need an additional testing opportunity to demonstrate proficiency. Students who are given a redo opportunity will be required to show effort and progress not only on the first assessment, but will also be required to complete work outside of class as directed by the teacher. **Redo opportunities may not be given to students who choose not to study or prepare for an assessment, who refuse to take an assessment, or who abuse the redo opportunity. Certain projects and assessments are not eligible for a redo opportunity, including final exams.**

Internet and Computer Access

The Pierce County Skills Center uses the platform Canvas to manage digital classroom content. In many cases assignments will be distributed and turned in through this system. This means that students should have access to the internet and a device outside of school. If your student does not have access to these, please contact the main office (253.800.4800) for assistance. Hot spots and devices are available through students' home districts.

*Please note, while Canvas will be used to communicate, distribute, and collect student work, **Canvas will not report grades**. Accurate student progress and grades are reported in ParentVUE/StudentVUE (see below).

ParentVUE/StudentVUE

Students and their parents/guardians are strongly encouraged to use ParentVUE/StudentVUE to monitor grades and attendance. [ParentVUE](#) is an online link provided through the school district website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (253.800.4800) for your login information.

Dual Credit & College Credit

Students have the opportunity to earn college credits at local community and technical colleges. Students must earn a C or better and have met all course competencies. Dual credit opportunities are subject to change based on course offerings and approval at the community and technical colleges. Visit the [Dual Credit](#) page on the PCSC website for the most current information.

Leadership & SkillsUSA

Leadership is a vital component of all career and technical education classes. Every day, you will be required to demonstrate strong leadership and workplace skills, including prompt attendance, professional and respectful behavior, problem-solving, working with diverse groups, and strong communication.

Students have the opportunity to join SkillsUSA, a student leadership organization that includes teachers, high school and college students, and industry partners who are working together to ensure America has a skilled workforce. Participation in SkillsUSA provides students with the opportunity to further develop the personal, technical, and workplace skills to better prepare them for career success. SkillsUSA activities culminate in regional career and technical competition events. Students who qualify may advance to state and national competitions.

Policies and Course Requirements

ITS & Cybersecurity is a program designed to prepare the student for entry into the modern workforce and as such, it will be expected that student behavior is appropriate for the modern office environment.

PCSC Expectations & Policies – [Student Handbook](#)

Students are expected to review and follow the school rules, procedures, and processes outlined in the PCSC student handbook and the district's [Student Rights and Responsibilities](#). Students will be held accountable for the rules outlined; claiming to not know about a rule does not excuse a student from the consequence.

Cheating/Plagiarism

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not their own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. The first offense of cheating will be an F on the assignment/assessment. A second offense of cheating may result in an F in the program and removal from PCSC.

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

Food & Drink

Food and beverages, with the exception of water, are not permitted in classroom/shop area. No water should be near laptop or desktop computers. A bottle refill station is located in the Cascade Building.

Hall Passes/Vests

Students must have instructor permission to leave class and only one student is permitted out of class at one time. Passes are not to be requested during lectures or presentations. Any student out of class should have a hall pass with time and destination. Any student who needs to go to the parking lot during class must WEAR a classroom-provided safety vest.

Safety Policy

Students are expected to use all tools and equipment safely and only in the manner in which the tool is intended to be used. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass both a written and performance test at 100% before using lab equipment. All equipment is to be used with proper safety precautions and supervision during class hours only. All accidents or injuries must be reported to the instructor immediately.

Sensitive Issues

The program uses various videos, movies, current news, guest speakers, and industry documents as part of the course curriculum. While all efforts are made to screen the content, any opinions expressed in this content belong to those who created it and don't necessarily reflect the views of the school, class or instructor. Students are encouraged to discuss both the opinion of the content creator, but also the opposing view to gain a greater understanding and appreciation of the issues being discussed.

Tools/Equipment/Technology

All tools/equipment/technology are the property of PCSC, and although students will check out items for use during class, items are not to be removed from the classroom/shop area. Students are responsible for all items assigned to them until checked back in by the instructor. Any item removed from PCSC will be considered stolen property and the student will be subject to disciplinary action and reported to the Pierce County Sheriff's department.

2nd Year Program - Enrollment Requirements

Several PCSC programs have both a first and second year, however automatic enrollment in the second year is not guaranteed. PCSC 2nd year students are considered the leaders of the center. They are students who during their first year, earned no lower than a B grade, had excellent attendance (less than 10 per year excused or unexcused), and demonstrate responsible, respectful, and professional behavior. Most importantly, students must be able to self-manage and successfully work independently without teacher interventions. Instructor approval is required for 2nd year applications.

2nd Year Student Expectations

In addition to the requirements above, second year students must participate in SkillsUSA regional competitions, complete a community service project, and serve as mentors to first year students.

SkillsUSA Regional Competitions: SkillsUSA is the leadership program that the ITS & Cybersecurity class is participating in this year. SkillsUSA not only focuses on ensuring that students are learning the industry skills, but also the leadership and employability skills that will be required once students enter the workforce. In January or February there will be a Puget Sound Regional competition, where students will compete against their peers. The top three students from each of Washington's six regions will then go on to compete in State. The 1st place student from the State competition will go on to compete at the National conference in June.

Community Service Project: The 2nd year students from the ITS & Cybersecurity program will be developing a community service project which will involve them using the skills they have learned to assist members of the community. This project will be developed by the students in stages starting in October, and will run through the remainder of the school year.

Mentorship: Although all students of the ITS & Cybersecurity program are expected to conduct themselves in a manner acceptable in the workforce, 2nd year students have the added expectations of being an example for the 1st year students to follow. 2nd year students will be involved in community service projects, technical competitions and leadership activities throughout the school year and should conduct themselves at all times in a manner that best reflects the Pierce County Skills Center and the ITS & Cybersecurity program.

Student Calendar



PCSC
PIERCE COUNTY SKILLS CENTER

STUDENT CALENDAR 2024-2025

20-21 – PCSC Professional Learning Days 22 – State Professional Learning Day #1 26 – State Professional Learning Day #2 ★ 26 – PCSC Back to School Night 5 – 6:30 pm 27 – Back to School Prep / Staff 28 – First Day of School 30 – No School	AUGUST					FEBRUARY					10 – Late Arrival 14 – Snow Make-Up Day or No School 17 – President's Day – No School 18 – Waiver Day #2 – No Students
	M	T	W	T	F	M	T	W	T	F	
				1	2	3	4	5	6	7	
	5	6	7	8	9	★ 10	11	12	13	★ 14	
	12	13	14	15	16	17	18	19	20	21	
	19	20	21	22	23	24	25	26	27	28	
	★ 26	27	★ 28	29	30						
2 – Labor Day – No School 16 – Late Arrival 27 – State Professional Learning Day #3 No Students	SEPTEMBER					MARCH					3, 17 – Late Arrival 12 – End of 2nd Tri/Grade Prep Early Dismissal
	M	T	W	T	F	M	T	W	T	F	
	2	3	4	5	6	★ 3	4	5	6	7	
	9	10	11	12	13	10	11	12	13	14	
	★ 16	17	18	19	20	★ 17	18	19	20	21	
	23	24	25	26	27	24	25	26	27	28	
	30					31					
7 – Late Arrival 18 – Waiver Day #1 – No Students	OCTOBER					APRIL					7-11 – Spring Break – No School 21 – Late Arrival
	M	T	W	T	F	M	T	W	T	F	
		1	2	3	4		1	2	3	4	
	★ 7	8	9	10	11	★ 7	8	9	10	11	
	14	15	16	17	18	14	15	16	17	18	
	21	22	23	24	25	★ 21	22	23	24	25	
	28	29	30	31		28	29	30			
18 – Late Arrival 11 – Veterans Day – No School 26 – End of 1st Tri/Grade Prep Early Dismissal 27-29 – Thanksgiving Break – No School	NOVEMBER					MAY					12 – Late Arrival 23 – Snow Make-Up Day or No School 26 – Memorial Day – No School
	M	T	W	T	F	M	T	W	T	F	
					1				1	2	
	4	5	6	7	8	5	6	7	8	9	
	11	12	13	14	15	★ 12	13	14	15	16	
	★ 18	19	20	21	22	19	20	21	22	★ 23	
	25	26	27	28	29	★ 26	27	28	29	30	
9 – Late Arrival Dec 23-Jan 3 – Winter Break – No School	DECEMBER					JUNE					9 – End of 3rd Tri/Grade Prep Early Dismissal 12 – Last Day of School Early Dismissal 19 – Juneteenth June 23-July 11 – Summer School, Session 1 July 14-31 – Summer School, Session 2
	M	T	W	T	F	M	T	W	T	F	
	2	3	4	5	6	2	3	4	5	6	
	★ 9	10	11	12	13	★ 9	10	11	★ 12	13	
	16	17	18	19	20	16	17	18	19	20	
	23	24	25	26	27	23	24	25	26	27	
	30	31				30					
13 – Late Arrival 20 – Martin Luther King, Jr. Day No School	JANUARY					JULY					– KEY – ★ Late Arrival (No AM Session) ○ Early Dismissal (No PM Session) # No School for Students # Non School Days # Summer School, Session 1 # Summer School, Session 2
	M	T	W	T	F	M	T	W	T	F	
			1	2	3		1	2	3	4	
	6	7	8	9	10	7	8	9	10	11	
	★ 13	14	15	16	17	14	15	16	17	18	
	20	21	22	23	24	21	22	23	24	25	
	27	28	29	30	31	28	29	30	31		

